

RRB - LCD - R5

CORRESPONDENCE ROUTING/REVIEW SHEET



DOCUMENT TYPE

DOCUMENT NAME

EPA ID

PCB Site Remediation and State Settlement

MKC Madison-Kipp Corp, 201 Waubesa St, Madison, WI

WID 006 071 716

COMMENTS

EPA intent to review WDNR/MKC settlement

TURN-AROUND

☐ Standard (10 day target)

☐

DOUBLE-CHECK ELEMENTS... Transmittal memo, cover letter, primary document, attachments/encl

	NAME	INITIAL & DATE
(Optional Pre-Review)	Kajsa A Johnson	
Author		
Section APA	Kajsa A Johnson	KAJ 12/13/17 w/ edits
Section Chief	CAS	
Branch APA	RRB	
Branch Chief	RRB	JG 12/13/17
Division APA	LCD	JOS 12/14/17
Division Director	LCD	MDH 12/14/17
Others	ORC	
DRA	R5	
RA	R5	

Check boxes: "x" to select, "o" for empty

RETURN TO

LU-16 J

[PM name]

[PM phone]

APA: Kajsa A Johnson

6-7560

MAILING

☒ Certified USPS

Include tracking number on doc

Send address to APA for labels

☐ Standard USPS

☐ Other

To Be Mailed by

☒ RRB

☐ ORC

☐ Regional Hearing Clerk

☐ Other

PROCESSING

INITIAL & DATE

☒ LCD Correspondence Log

[APA] KAJ 12/13/17



SharePoint, NOT LotusNotes

☐ Scan signed/mailed docs



Cover letter, primary doc, attach/encl

☐ Scan supporting docs (SUPP)



SUPP: routing, memos, e-mails & other internal/ supporting docs (not mailed)

☒ Upload scans to RRB SharePoint

[PM] BR 12/15/17



EDMS

☒ Upload Word file to RRB SharePoint

[PM]



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